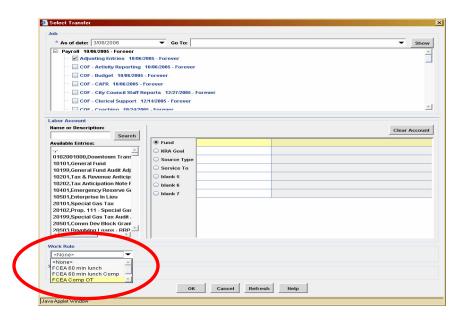# Reporting Comp Time Earned in Kronos

When reporting time in Kronos and requesting Compensatory Time Earned for hours worked over the scheduled hours, the Work Rule Transfer function must be selected for each row of activity for the day. Below is a screen shot of the Transfer dialog box, with the work rule transfer highlighted

The Comp time rule override is effective for the selected activity for the week. If an employee wishes to earn both overtime and comp time, separate rows will be required. Below is a screen shot with overtime reported one week, comp time the next week.